

TOWN OF ROWE - BOARD OF ASSESSORS
Meeting Minutes – Wednesday, January 8, 2020 – 9:00am
Rowe Town Hall – Assessors' Meeting Room

Present: Assessors Rick Williams, Ellen Miller and Herb Butzke

Absent: Assistant Assessor Colleen Avallone

Call to Order: Chair Williams called the meeting to order at 9:30am.

1) Minutes: The Board voted unanimously to approve the Dec 19, 2019 meeting minutes as submitted.

2) Budget/Payables:

- a) **Assessors' Accounts:** Ellen met with the Town Accountant Dave Fiero to discuss Assessors' accounts (carryover items/special project accounts, wage and stipend accounts, booking FY20 overlay, etc.). Carryover accounts will be corrected, FY20 Overlay will be booked, and Assessor Butzke was paid his 1Q20 stipend that was overlooked on P06. Prior year stipends were paid out correctly.
- b) **GES Invoicing:** Rick will contact GES to sort out invoicing for work done under BOA Consulting.
- c) **Payables:** Current OPS balance \$1,383.48. The Board approved CAI 3Q20 Tax Map Maintenance invoice for \$275.00.

Acct	Acct #	Orig Budget	Curr Bal	Payroll/Payables	Amount	New Bal
BOA Stipends	05-3-141-000	\$ 5,354	\$ 4,019.49			\$ 4,019.49
Asst Assessor Wages	05-3-141-110	\$12,000	\$ 11,012.60			\$ 11,012.60
BOA Operations	05-3-141-400	\$ 9,600	\$ 1,383.48	CAI-3Q Map Maint	\$ 275.00	\$ 1,108.48
BOA Consulting/Legal Support	03-5-141-901	\$50,000	\$ 27,417.07			\$ 27,417.07
BOA Overlay	01-1-230-217 218, 219, 220		\$114,871.90	Book FY20 Recap	\$198,127.88	\$ 312,999.78

- 3) FY21 Budget:** FY21 budget was submitted on the Dec 6th. Hearing with BOS and FinCom on Assessors budget will be held Jan 23rd at 7:15-7:45. Rick will attend.
- 4) 2019 Town Report:** Due date is Feb 14 according to the executive secretary. Rick will work on first draft.
- 5) FY19 RE/PP ATB Tax Appeals:** The Board continues to compile records in response to a public records request concerning FY19 tax abatement denials that have been appealed to the ATB.
- 6) FY20 RE/PP Tax Abatement Applications:** The Board has received (17) RE and (2) PP applications to date. Action required within 3 months.
- 7) FY20 Senior Tax Exemption Applications:** Three (3) senior tax exemption applications have been received.
- 8) FY21 Tax Year--Forms of List and 3ABC Forms:** Letters with FOL forms will be prepared and sent to all businesses in Rowe. 3ABC forms will be sent to non-profit organizations (excluding churches). All forms are due back to Assessors by March 1, 2020.

9) 2019 MV Excise:

- a) **Warrants:** The Board approved the Seventh 2019 MV Excise Commitment in the amount of \$59.51.
b) **Abatements:** The Board approved the following abatements:

FY	Type	Owner	Cert #	Bill #	Vehicle	Reason	Amount
2019	MVE	Ash, Brian S	362	14	2005 Chev Silverado	Traded	\$ 28.75
2019	MVE	Ash, Brian S	361	18	2006 Toyota Tacoma	Traded	\$ 14.58
						TOTAL	\$ 43.33

- 10) Conservation Land:** Several landowners have been working with the Franklin Land Trust in preparation of applying to the Rowe Selectmen to put their land in conservation. The Assessors have been invited to a Jan 16 informational meeting with the Selectmen and FLT representatives. Rick and Ellen will attend. Herb will attend if he's available. Meeting notice will be posted once date is confirmed.

- 11) Real Estate Verification:** Received sales verification questionnaire for Mar 8, 2019 sale of 402-051.1 from the buyers, Paul and Kimberly Duval. The lot (with no buildings) sold for less than assessed value...\$39,000 vs. \$ 56,600. It is a 130 with 9.654 acres and a valid perc test.

- 12) Deeds/Plans:** Reviewed and classified the following new deeds.

From	To	Address	Map/Lot	Curr Value	Sale Price	Code
Hudson, Gary & Sharon	Shippee, Kyle	21 Newell Cross Rd	407-033 2.878 ac.	\$193,300	\$ 211,000	AL
Marchegiani Trust	Marchegiani, Elliot & Elaine	5 Pelham Dr	201-059 0.10 ac.	\$170,600	\$ 50,000	NAL-A (family)
Marchegiani Trust	Marchegiani, Elliot & Elaine	1 Pelham Dr	201-042 0.13 ac.	\$ 87,600	\$ 100,000	AL

- 13) FCCIP Activity (Dec 2019):** Reviewed inspection and permit information. Property cards will be updated accordingly.

Owner	Permit #	Address	Map/Lot	Project	Value
Town of Rowe - Library	C-19-1000	318 Zoar	203-028	Build ADA Ramp	\$ 10,300
Williams, James	W-19-0080	101 Hazelton	202-031	Solid Fuel Burning Appliance	N/A
Chiofalo, Thom	E-19-0567	87 Potter	403-007	Electrical	N/A
Wi Valley Broadband Solutions (on land of Stephenson, David)	E-19-0584	Monroe Hill Rd Pole #34	404-013	Electrical	N/A

14) Miscellaneous:

- a) **Assessor Duties/Responsibilities:** Ellen prepared and submitted to the town clerk a brief description of duties & responsibilities for annual town election information for the January *Goal Post*.
b) **IT Upgrade:** *AssessPro* will not be available Jan 21-23 during an IT upgrade.
c) **Exempt Property Information Request:** Have received a request from Admin. Assistant re exempt properties. Tabled to the next regular meeting.

- 15) Executive Session:** The Chair declared that the executive sessions were not needed.

16) Next Meeting: Thursday, Jan 16 – 5:30pm

17) Adjournment: 11:36pm ^{FNW} _{am}

Respectfully submitted,
Ellen B. Miller

Approved:

FN Williams 3-2-20
Frederick N. Williams, Chair Date

EB Miller
Ellen B. Miller

[Signature]
Herbert G. Butzke

TO DO

For	Item	Due Date
FY20	Act on senior tax exemption applications	3 mths from receipt
FY20	Act on tax abatement applications	3 mths from receipt
FY21	FY21 Preliminary Budget	12/6 - DONE
FY21 Tax Rate	Charlemont/Rowe Town Line Adjustment: Create new parcels & adjust maps as needed.	30 June 2019
FY21 Tax Rate	Boyd Dwelling (402-050): Is this a second home? Owners live in Charlemont. Son lives in Rowe house.	30 June 2019
FY21 Tax Rate	Community Preservation Act: Should town set one up? PM3 is researching and asking for BOA opinion	30 June 2019
FY21 Tax Rate	Molly Scott Subdivision – 409-003: Once deed is received from FCRD determine needed mapping changes.	30 June 2019